KSIS Notification: DO NOT post EOC Assessment grading task to the transcript

Subject	**KSIS Notification: DO NOT post EOC Assessment grading task to the transcript**
From	Barnette, Garnetta - Division of Enterprise Data
To	All State KSIS Contacts
Sent	Friday, May 24, 2013 10:10 AM
Attachments	EOC_Assessment_setup_for_calculating_final_grade.doc

Dear KSIS contacts,

It has come to our attention that if EOC Assessment grading tasks are posted to the transcript it causes the GPA to be miscalculated. If you have already posted these grading tasks to your transcript please submit a support case to Infinite Campus to have them removed.

The document in the data standards will be updated. A copy of the new document is attached.

KDE recommends that EOC assessments be posted to the transcript as an assessment.

Garnetta Barnette, Systems Consultant
Office of Knowledge, Information and Data Services (KIDS)
5th Floor Capital Plaza Tower, 500 Mero Street
Frankfort, KY 40601
Phone: 502-564-2020 ext. 2474
FAX: 502-564-1543
Email: garnetta.barnette@education.ky.gov

End Of Course Assessment
Setup for calculating final grade

The Office of Knowledge, Information & Data Services has developed a standardized format to include QualityCore® End-of-Course (EOC) exams in Infinite Campus. We encourage schools to adopt this format this year and in future years. It will allow the EOC to be utilized by schools and districts across the state in a systematic, uniform manner. Having one format will allow linking data from school to school. Within the format, the election to show the EOC on the transcript for each student is very important. Showing EOC grades on the transcript will assist school and district staff to easily identify whether students have or have not taken the mandatory EOC assessments. Showing the EOC on the transcript will greatly assist staff with a high transient population, including state agencies. Additionally, this format will allow each school or district to easily include the percentage of the EOC in the student's final grade.

If you have questions on the IC process, please contact, Lisa Rhoton at lisa.rhoton@infinitecampus.com . If you have questions on the EOC exams, please contact the Office of Assessment and Accountability at (502) 564-4394 or dacinfo@education.ky.gov .

Grading Task

A specific grading task is needed for the End of Couse assessment. To create a new one, go to the Grading task screen.
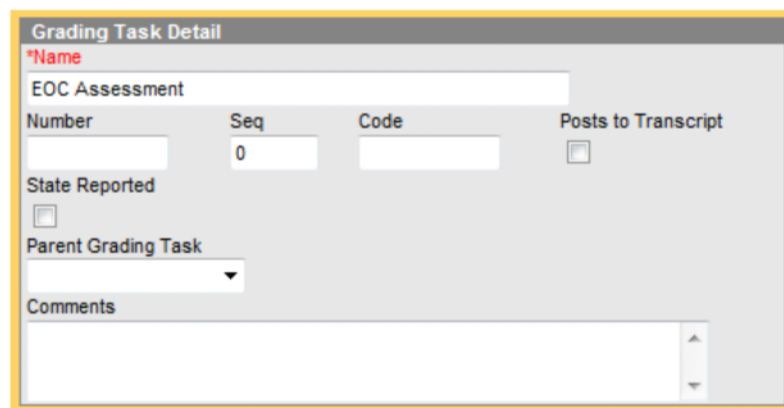*Path: Grading & Standards> Grading Task*
Click New.
Enter **EOC Assessment** for the name.
DO NOT check the Posts to Transcripts checkbox.
Click Save.

Grading Task Detail

*Name

EOC Assessment

Number	Seq	Code	Posts to Transcript
	0		☐

State Reported
☐

Parent Grading Task
▼

Comments

Adding Grading task to course

Add the EOC grading task to any course which requires an end of course assessment.

Search for the course.

Click on the Grading Task tab.

Click Add.

Select EOC Assessment for the Grading task.

Select the Appropriate Score Group.

Check the term in which the assessment will be given.

Click Save.

2711 Algebra II

| Course | Sections | A+Grading Tasks | A+Standards | A+Composite Grading | Scheduling Rules | Fees |

💾 Save ☐ Add

Grading Task Editor

🔒 Grading Task	Credit Group	Credit Type	Score Group	Credit	Term GPA
Midterm Progress			Quarter grades		
Quarter	HS CREDITS	Mathematics	Quarter grades	0.000	1.000
Final Grade	HS CREDITS	Mathematics	Credit No GPA	1.000	

Course Grading Task Detail

*Grading Task

EOC Assessment ▾

*Score Group   Default Grade Book Task

Grading Scale HS ▾   ☐

Term GPA   Credit   Credit Type

[   ]   [   ]   [   ] ▾

Term Mask   ☐ Term 1 ☐ Term 2 ☐ Term 3 ☑ Term 4

Active Mask   ☐ Term 1 ☐ Term 2 ☐ Term 3 ☐ Term 4

Composite Grading

To set up the final grade so that it will calculate with the EOC assessment counting 20%, go to the composite Grading tab.
Click on the final grade Grading Task in the list.
The Composite Grading detail box will open.
Enter 20 in the weight by the EOC assessment.
Enter appropriate percentages in the other grading task that will be used to calculate the final grade.
The weights should total 100.
Click Save.

2711 Algebra II

| Course | Sections | A+Grading Tasks | A+Standards | A+Composite Grading | Scheduling Rule |

💾 Save

Composite Grading

🔒	Term	Composite Grading Task	Children Grading Tasks	Schedule Structure
	Q3	Quarter		Main
	Q4	EOC Assessment		Main
	Q4	Final Grade	(20%) Q1 Quarter	Main
			(20%) Q2 Quarter	
			(20%) Q3 Quarter	
			(20%) Q4 Quarter	
			(20%) Q4 EOC Assessment	
	Q4	Midterm Progress		Main
	Q4	Quarter		Main

Composite Grading Detail

Composite Grading Task
Term Q4 - Final Grade

☐ Locked

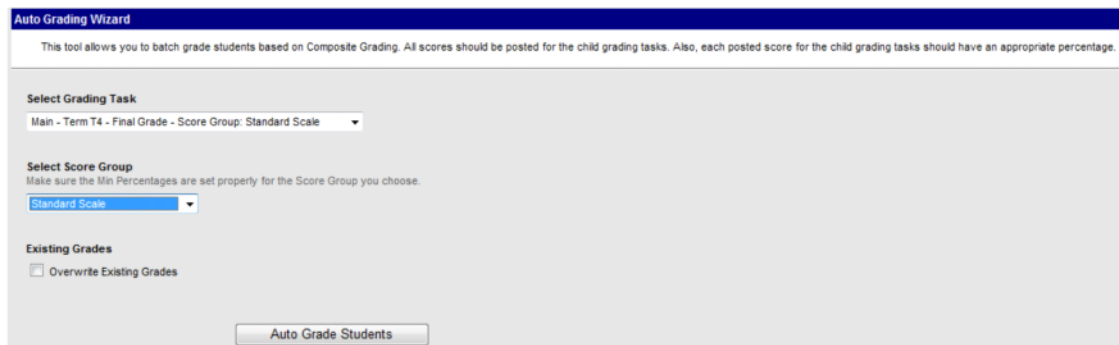| Weight	Grading Task
	Q1 Midterm Progress
20	Q1 Quarter
	Q2 Midterm Progress
20	Q2 Quarter
	Q3 Midterm Progress
20	Q3 Quarter
20	Q4 EOC Assessment
	Q4 Midterm Progress
20	Q4 Quarter

Calculating the final grade

Path: Grading & Standards > Auto Grade

When all grades have been entered in the last term the Auto Grade Wizard can be used to calculate the Yearly Average.
Select Final Grade
Select the appropriate Score group
Click Auto Grade Students.

Auto Grading Wizard

This tool allows you to batch grade students based on Composite Grading. All scores should be posted for the child grading tasks. Also, each posted score for the child grading tasks should have an appropriate percentage.

Select Grading Task

Main - Term T4 - Final Grade - Score Group: Standard Scale

Select Score Group
Make sure the Min Percentages are set properly for the Score Group you choose.

Standard Scale

Existing Grades
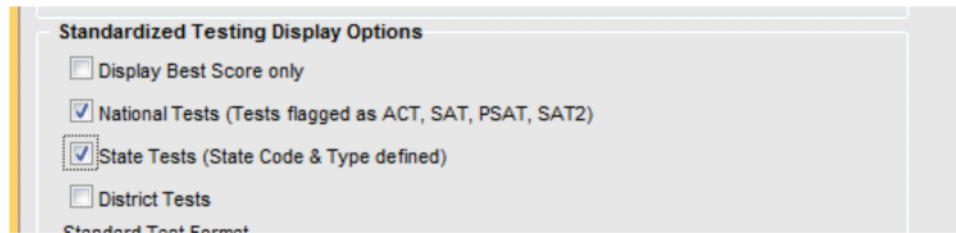☐ Overwrite Existing Grades

Auto Grade Students

End of Course assessments can be posted to the transcript by checking the "Post to Transcripts" on the Test Detail screen. Scale score should be checked on the "Scale Score" and "Super Score" levels of the test.

PATH: Assessments> Test Setup

You will also need to check "State Tests" on the transcripts you want to display the EOC Assessments.

PATH: System Administration> Preferences> Reports

Standardized Testing Display Options

☐ Display Best Score only

☑ National Tests (Tests flagged as ACT, SAT, PSAT, SAT2)

☑ State Tests (State Code & Type defined)

☐ District Tests

Standard Test Format